



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Division Manager
Posting Number	PN# 113066
Department	Houston Airport System
Division	Finance
Section	Various
Reporting Location	16930 John F. Kennedy Blvd*
Workdays & Hours	Varied, Normally M – F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Directs the management, coordination, implementation, administration and operation of HAS Finance Division sections, systems, plans and projects. Manages, trains, develops, counsels and evaluates staff performance. Assists in the design and implementation of special systems, plans and projects. Establishes policies, procedures, guidelines and project schedules. Researches, reviews and evaluates new data, reports, products and other information. Acts as liaison to other departments, government agencies and private sector. Reviews, evaluates, selects and implements hardware and software products. Assists departments and general public in obtaining and explaining technical and non-technical financial information. Develops and interprets codes, ordinances and specifications. Drafts and reviews proposed contracts, correspondence, letters of agreements and amendments. Manages and negotiates procurement terms and conditions with potential vendors. Provides technical advice, consultation and support to departments and other agencies and groups. Coordinates the preparation, implementation and monitoring of the budget and expenditures. Develops methodologies for creating project data.

WORKING CONDITIONS

Performing these duties will involve: working in intensive and stressful environment; attend to details amid distractions; analyze abstract information; visually observe and differentiate details and colors; use computer terminals for extended periods; operate city vehicle; lift, pull or push physical objects weighing up to twenty (20) pounds; walk, stand, or sit for extended periods; adjust to interruptions and changes; and deal with people in tense situations. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

A Bachelor's degree in Business Administration, Accounting, Engineering or a field closely related to activities of the division such as Finance.

MINIMUM EXPERIENCE REQUIREMENTS

Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Accounting, Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

MINIMUM LICENSE REQUIREMENTS

Valid Class C, Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

CPA preferred and strong computer skills.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29	
\$2,600.00 to \$2,900.00 Biweekly	\$67,600.00 to \$75,400.00 Annually

OPENING DATE

SEPTEMBER 6, 2006

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submitted online at:

www.fly2houston.com

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

An equal opportunity employer